

## **G. AGENCY FLEET PROFILES**

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Since the State of Missouri operates in a decentralized fashion, agencies were asked to submit information that presents an overview of their fleet. Agency fleet profiles contain the following information:

- Fleet Purpose and Function
- 2003 Accomplishments
- 2004 Goals

## **G. FLEET PROFILE**

### *Attorney General's Office*

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#### ***Fleet Purpose***

- Provide a pool of vehicles for attorneys to travel to court appearances throughout the state
- Mail delivery

#### ***2003 Accomplishments***

- None submitted

#### ***2004 Goals***

- Continue to monitor the vehicle usage to ensure they are used efficiently

## **G. FLEET PROFILE**

### *Secretary of State*

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#### ***Fleet Purpose***

- Operate a carpool used by employees of the office in the routine duties of their positions, which includes, but is not limited to securities investigations, delivery of library grant checks, and presenting and attending seminars throughout the State of Missouri
- Delivery and retrieval of records
- Mail pickup and delivery

#### ***2003 Accomplishments***

- None submitted

#### ***2004 Goals***

- Purchase of new vehicles will follow DNR guidelines for alternative fuel vehicles

## **G. FLEET PROFILE**

### *State Auditor's Office*

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#### ***Fleet Purpose***

- Transportation of employees
- One vehicle designated for local courier

#### ***2003 Accomplishments***

- None submitted

#### ***2004 Goals***

- None submitted

## **G. FLEET PROFILE**

### *State Treasurer*

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#### ***Fleet Purpose***

- Operate a carpool used by employees of the office in their routine duties, which include Unclaimed Property and Linked Deposit audits, Unclaimed Property booths, presenting and attending seminars throughout the State of Missouri.
- Mail pickup and delivery

#### ***2003 Accomplishments***

- Increased the use of E85 fuel in alternative fuel vehicle
- Reduced the number of miles reimbursed to employees for personal vehicle usage

#### ***2004 Goals***

- Continue to increase the use of E85 fuel in alternative fuel vehicle
- Continue to increase utilization of carpool vehicle and OA carpool vehicles

## **G. FLEET PROFILE**

### *Department of Agriculture*

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#### ***Fleet Purpose***

- Weights and Measures Division: Fuel and scale inspections, etc.
- Grain Inspection and Warehousing Division: Grain inspections and audits, etc.
- Plant Industry Division: Nursery inspection, gypsy moth and boll weevil control, etc.
- Market Information and Outreach Division: Market reporting and scholarship awards, etc.
- Animal Health Division: Meat inspection, food safety, brucellosis inspections
- Agriculture Business Development Division: Travel relating to program grants and loans, etc.

#### ***2003 Accomplishments***

- Continued rigorous preventive maintenance policy
- Reassigned underutilized pool vehicles to make more efficient use of the fleet

#### ***2004 Goals***

- Continue monitoring fleet replacement needs by evaluating the fleet for underutilized pool vehicles
- Utilize State Fleet Information System data warehouse and reports to ensure proper input of utilization and maintenance and repair records

## **G. FLEET PROFILE**

### ***Department of Conservation***

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#### ***Fleet Purpose***

- The Department of Conservation (MDC) provides highway, construction, farm, marine and other equipment, which are necessary for its operations and intended for official use
- MDC vehicles and equipment are tools for staff to deliver programs and services that positively affect Missouri's forest, fish, and wildlife resources

#### ***2003 Accomplishments***

- Converted diesel fuel tanks at Brookfield and Salem shops to use B20 Bio Diesel
- Purchased 1,181 gallons of B100 for use in MDC vehicles compared to 100 gallons of B100 purchased in FY'02
- Implemented internet based interface with fleet fuel card provider (Voyager) to reduce time needed to perform card management functions

#### ***2004 Goals***

- Expand bio diesel usage to at least one additional facility
- Complete installation of an E85 fuel tank at our Central Office
- Complete implementation of an intranet based Fleet Management program

## **G. FLEET PROFILE**

### *Department of Corrections*

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#### ***Fleet Purpose***

- Inmate transportation
- Institutional security (perimeter patrol/emergency response)
- Operate pool vehicles used by employees
- Special use vehicles for delivery of commodities (food, etc.) and materials (Missouri Vocational Enterprise products, road aggregate material, etc.)
- Institutional support and maintenance of buildings

#### ***2003 Accomplishments***

- Reduced commuting vehicles by one
- Reduced personally assigned vehicles by six
- Reduced underutilized vehicles by reassigning 35 vehicles
- Reduced fleet by 55 vehicles
- Hired departmental Fleet Coordinator
- Downloaded fleet information to new State Fleet Information System
- Reviewed Departmental Vehicle Policy
- Developed Biodiesel Task Force to determine feasibility of utilizing biodiesel
- Set up Bulk Propane Distribution Training with Department of Agriculture, Weights & Measures on safe propane fueling practices and encouragement of propane fuel utilization

#### ***2004 Goals***

- Further reduce underutilized vehicles
- Continue to redistribute if needed and possibly reduce fleet to stay in compliance with State Vehicle Policy
- Explore additional opportunities to share vehicle resources at DOC sites
- Submit ongoing budget requests to replace the vehicles with over 100,000 miles to improve public safety as well as staff/offender safety
- Ongoing review of Departmental Vehicle Policy
- Explore biodiesel fuel use
- Hold Bulk Propane Distribution Training with Department of Agriculture, Weights & Measures on safe propane fueling practices and encouragement of propane fuel utilization
- Fleet Coordinator to make site visits to physically review vehicles and discuss the direction of fleet management with field staff
- Promote the use of alternative fuel by posting signs, issuing articles Departmental newsletter and arranging displays through DNR



## **G. FLEET PROFILE**

### ***Department of Economic Development***

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#### ***Fleet Purpose***

The Department of Economic Development (DED) fleet is composed of vehicles used to accomplish the varied statutory functions imposed on the centralized and decentralized divisions of DED as well as the Public Service Commission. The vehicles are used to perform the following functions:

- Pick up and delivery of supplies, inventory, and mail
- Support and maintenance of remote site and local buildings
- Commuting vehicle assigned to person working from home (PSC)
- Operate a carpool used by employees of the department

#### ***2003 Accomplishments***

- Reviewed vehicle use for compliance with the State Vehicle Policy
- Started using the State Fleet Information System to track usage and cost associated with vehicles
- Eliminated underutilized vehicles through attrition
- Instituted a preventative maintenance policy
- Reduced fleet from 127 to 119
- Eliminated three vehicle assignments to individuals

#### ***2004 Goals***

- Manage all assigned, specialty use vehicles and fleet vehicles efficiently and effectively
- Continue to redistribute and eliminate under utilized vehicles

## **G. FLEET PROFILE**

### ***Department of Elementary & Secondary Education***

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#### ***Fleet Purpose***

- Support and maintain state-owned buildings
- Operate a carpool used by employees
- Support administrative functions (mailroom, printshop, telecommunications, laundry)
- Investigations and license revocations
- Transport students and staff
- Transport staff to provide technical assistance to school districts

#### ***2003 Accomplishments***

- Purchased alternative fuel vehicles in compliance with the State Vehicle Policy and state statute
- Eliminated one commuting assignment

#### ***2004 Goals***

- Continue to operate fleet in accordance with the State Vehicle Policy and state statute

## **G. FLEET PROFILE**

### ***Department of Health & Senior Services***

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#### ***Fleet Purpose***

- To allow the Department of Health & Senior Services (DHSS) to carry out its mandated duties related to the inspection of nursing homes
- To assist in the delivery of resources to field offices
- To allow the performance of all other required missions of the department

#### ***2003 Accomplishments***

- Usage of the vehicle tracking documents has been implemented by the department
- Reduced the number of pools cars

#### ***2004 Goals***

- Further reduction in the number of underutilized vehicles and use of vehicles for commuting purposes
- Review high mileage vehicle in poor condition for future surplus/replacement

## **G. FLEET PROFILE**

### ***Department of Higher Education***

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#### ***Fleet Purpose***

- Perform job functions in out-state Missouri
- Transport staff and board members to various meetings throughout the state
- Staff visits to public and private campuses
- Daily inter-city mail and delivery route

#### ***2003 Accomplishments***

- Reduced fleet by 10%
- Conducted a review and found that it is more cost effective to maintain a vehicle pool rather than reimbursing employees for mileage
- Increased communications about E85 requirements and station locations

#### ***2004 Goals***

- Perform quarterly review of fleet expense tracking system
- Dispose of two vehicles that were wrecked and stolen
- Acquire two replacement vehicles
- Increase fleet by one vehicle to eliminate vehicle lease expenses

## **G. FLEET PROFILE**

### *Department of Insurance*

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#### ***Fleet Purpose***

- Operate a carpool to be used by department employees for regulatory functions
- Provide a vehicle to be utilized for mailroom functions

#### ***2003 Accomplishments***

- Reduced fleet by two vehicles

#### ***2004 Goals***

- Continue to monitor vehicle usage to determine optimum fleet size

## **G. FLEET PROFILE**

### *Department of Labor & Industrial Relations*

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#### ***Fleet Purpose***

- Perform tax audits
- Perform mine safety inspections
- Support and maintain state owned buildings
- Maintain statewide information systems
- Adjudication
- Fraud and non-compliance investigations

#### ***2003 Accomplishments***

- Implemented maintenance schedules to better maintain fleet vehicles
- Reduced the number of underutilized vehicles
- Increased the use of alternative fuel
- Established a travel policy to encourage employees to use carpool vehicles whenever possible

#### ***2004 Goals***

- Reduce the number of pool vehicles to meet State Vehicle Policy guidelines
- Maintain, issue and track all fleet vehicles
- Replace fleet vehicles to ensure all employees have access to a safe and reliable vehicle
- Maintain ideal fleet composition

## **G. FLEET PROFILE**

### ***Department of Mental Health***

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#### ***Fleet Purpose***

- Transport clients and consumers
- Maintenance of grounds and buildings at Department of Mental Health (DMH) facilities
- Support department programs and activities
- Provide transportation for DMH employees to conduct state business

#### ***2003 Accomplishments***

- Reassigned personal state vehicle assignments (where feasible) to the pool to increase vehicle utilization
- Achieved the 30% alternative fuel use requirement in Central Office Ethanol 85 (E-85) state vehicles
- Reduced fleet from 849 to 802

#### ***2004 Goals***

- Reduce the number of pool vehicles to become compliant with the State Vehicle Policy
- Implement department-wide vehicle replacement guidelines
- Continue to explore opportunities to share resources between DMH facilities
- Reduce/reassign underutilized vehicles where feasible
- Increase the use of E-85 in DMH alternative fuel vehicles

## **G. FLEET PROFILE**

### *Department of Natural Resources*

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#### ***Fleet Purpose***

- To support the planning, monitoring, research, public assistance, sampling, and when necessary investigation and enforcement associated with landfills, hazardous waste, public drinking water, water quality, air quality, soil conservation and other environmental activities
- To provide a pool of vehicles in Jefferson City for use by department staff that travel statewide to administer department programs and interact with the public regarding environmental regulation, enforcement, abatement, and planning
- To provide for an Emergency Environmental Response capability that includes responding to hazardous material spills and supporting methamphetamine abatement and lab cleanup efforts
- To support the operation, maintenance, administration, construction, and security of over 80 state parks and historic sites
- To support providing assistance, education, and guidance in the use and protection of Missouri's geologic and land resources, including interpreting the State's geological and hydrological setting; interpreting the character and availability of its water, energy, and mineral resources; insuring the safety of dams; and determining land boundaries

#### ***2003 Accomplishments***

- Reduced capital expenditures by deferring vehicle replacement
- Eliminated 32 vehicles from the fleet as part of the state initiative to reduce the passenger vehicle fleet by 10%
- Completed department requirements for implementing the State Fleet Information System, including implementation planning, data conversion, initial training and system startup
- Prepared and reviewed initial drafts of revised departmental policies that implement and/or reinforce the State Vehicle Policy
- Adapted a department developed charge back MS Access application so it uses mileage data collected in the State Fleet Information System to calculate usage charges. This facilitated elimination of several internal spreadsheet applications, a significant reduction in duplicate data entry, and a reduction in "data manipulation" (to adapt data for use in a different format or application)



## **G. FLEET PROFILE**

### *Department of Natural Resources*

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#### ***2004 Goals***

- Initiate a review of vehicle assignments and utilization to determine if there are resources that could be reassigned to functions in greater need of vehicles
- Develop and publish, in coordination with similar State Fleet Manager efforts, decision aids that assist in choosing whether to use a state vehicle, a rental vehicle, or allow the use of a personal vehicle for official travel
- Finalize and publish revised department vehicle policies that incorporate and reinforce State Vehicle Policy
- Work closely with the State Fleet Manager to identify, evaluate and implement initiatives that can reduce costs while sustaining or improving effectiveness
- Replace as many vehicles as the budget allows

## **G. FLEET PROFILE**

### ***Office of Administration***

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#### ***Fleet Purpose***

- Support and maintain state owned buildings
- Operate a carpool primarily used by employees of the Office of Administration
- Inspect state construction sites and leased facilities throughout the State of Missouri
- Delivery of interagency mail, printing products

#### ***2003 Accomplishments***

- Reduced the fleet from 132 to 96 vehicles
- Met DNR requirements for alternative fuel vehicle acquisitions and alternative fuel purchases

#### ***2004 Goals***

- Further reduce the number of underutilized vehicles
- Continue to promote the use of alternative fuels in state vehicles.

## **G. FLEET PROFILE**

### *Office of the State Courts Administrator*

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#### ***Fleet Purpose***

- Support the operations of state courts
- Support statewide court automation
- Support judicial and clerk training programs

#### ***2003 Accomplishments***

- Surplus of two high-mileage vehicles, reducing the number of pool vehicles with over 100,000 total miles
- Reassigned five high-mileage vehicles to improve vehicle utilization by reducing number of pool vehicles and using for local travel and specific job functions

#### ***2004 Goals***

- Continue to meet or exceed procedures for assignment, usage and replacement of state vehicles
- Continue to reduce the number of pool vehicles with over 100,000 total miles in order to reduce maintenance and usage costs
- Schedule surplus of two high mileage vehicles in FY'04
- Participate in the Fleet Information System to track and monitor vehicle costs and usage

## **G. FLEET PROFILE**

### *Department of Public Safety*

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#### ***Fleet Purpose***

- Director's Office
  - Operate a carpool to be used by employees for mandatory monitoring of state and federal grants
  - Attending conferences and meetings
- State Emergency Management Agency (SEMA)
  - Respond to emergency situations
  - Training for city and county Emergency Management Directors
  - Preparedness and planning for city and county Emergency Management Directors
- Liquor Control
  - Enforcement and licensing of liquor establishments
- Missouri Veteran's Commission (MVC)
  - Provide transportation for residents
  - Support and maintain residents and veteran's homes
  - Operate a carpool for employees
- Missouri Capitol Police (MCP):
  - Police patrol
  - Response to calls for police service
  - Traffic enforcement and parking enforcement
  - Security escorts
- Missouri Water Patrol (MWP)
  - Deliver law enforcement personnel with appropriate technical equipment to all areas of the state to achieve mission as defined by RSMO. Chapter 306
  - Emergency response such as floods, earthquakes, Homeland Security details and other similar missions
  - Operate a small pool of additional specialized vehicles that support the MSWP mission such as, dive response vehicles, Blood Alcohol content testing vans, evidence vehicles and radio telecommunications vehicles
- Division of Fire Safety (DFS)
  - Emergency response to fires and or explosions
  - Inspections of daycare and group homes
  - Maintain carpool for employees

## **G. FLEET PROFILE**

### *Department of Public Safety*

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#### ***2003 Accomplishments***

- Director's Office: reduced pool vehicles by one
- SEMA: reduced fleet by 10%
- Water Patrol: reduced fleet by 105 to 104 vehicles
- Fire Safety:
  - Reduced fleet by 4 vehicles
  - Moved low mileage vehicles to higher usage areas
  - Track pool vehicle usage closer
- Highway Patrol: Reduced excessive mileage reimbursement by making the following vehicle assignments
  - Five vehicles were purchased and assigned to civilian employees receiving mileage reimbursement in excess of 15,000 miles per year
  - Five underutilized civilian assigned vehicles were reassigned to other civilian employees receiving mileage reimbursement in excess of 15,000 miles per year
- Capitol Police: Reduced fleet to four vehicles and no longer has any administrative use vehicles.

#### ***2004 Goals***

- Director's Office: made pool vehicles available to other DPS divisions to use
- Highway Patrol: reduce pool vehicles to be compliant with the State Vehicle Policy
- SEMA: reduce the number of underutilized vehicles
- Fire Safety
  - Replace older higher maintenance cost vehicles (if budget allows)
  - Continue to monitor pool vehicles for usage and mileage
- Capitol Police: Replace one vehicle with Homeland Security Grant from SEMA

## **G. FLEET PROFILE**

*Department of Revenue*<sup>1</sup>

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### ***Fleet Purpose***

- Transportation of agency staff while conducting state business
- Operate a carpool used by agency staff
- Function specific vehicles used for transporting license plates, mail, etc.

### ***2003 Accomplishments***

- Reduced fleet size by one vehicle
- Reassigned five vehicles to improve vehicle utilization

### ***2004 Goals***

- Continue to reduce fleet size
- Continue to monitor the vehicle fleet and reassign vehicles to improve utilization when necessary

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<sup>1</sup> The Missouri Lottery and the State Tax Commission are reported separately.

## **G. FLEET PROFILE**

### ***Department of Social Services***

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#### ***Fleet Purpose***

- Direct services to the public (rehabilitation services for the blind)
- Support and maintain direct services to youth and families (youth homes, case management and aftercare services, child abuse/neglect investigations/interventions)
- Investigations of child fatalities, Medicaid and IM (welfare) fraud
- Operate a carpool used by employees of the Department of Social Services (DSS)

#### ***2003 Accomplishments***

- Reduced fleet and transferred underutilized vehicles
- Transferred all vehicle data to State Fleet Information System
- 100% compliance with Gateways Clean Air Act emissions testing for DSS vehicles and reporting
- Replaced 19 passenger vans with safer mini buses
- Revised and issued new DSS vehicle policy to meet the State Vehicle Policy including maintenance schedules
- Promoted alternative fuels for the FFV vehicles

#### ***2004 Goals***

- Further reduce the number of underutilized vehicles
- Find funding to replace aging vehicles with high mileage
- Further educate and encourage alternative fuel purchases and usage (Ethanol) in flexible fuel vehicles
- Replace 22 more passenger vans with safer mini buses at youth facilities
- Continue strict enforcement of vehicle maintenance schedules

#### ***State Vehicle Policy Compliance***

The Department of Social Services is in compliance with the State Vehicle Policy.

## **G. FLEET PROFILE**

### *Department of Transportation*

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#### ***Fleet Purpose***

Comprised of passenger vehicles, utility trucks, aerial units, dump trucks, sweepers and various types of off-road construction equipment to construct and maintain the state's highway system

#### ***2003 Accomplishments***

- Began review of all equipment classes to ensure the “right-sizing” of the fleet
- Identified 209 tractors and 52 motor graders for elimination from the fleet
- Increased number of alternative fueled vehicles from 240 to 356 in 2002
- Opened department’s second E-85 station in Jefferson City
- Increased use of biodiesel (B-20) by 172,275 gallons
- Completed first sale of excess EPA credits resulting in over \$12,000 in revenue to MoDOT from the Biodiesel Revolving Fund

#### ***2004 Goals***

- Increase awareness of MoDOT employees of alternative fuels and alternative fuel capable vehicles
- Develop partnerships and explore options for acquiring hybrid-electric vehicles in the fleet
- Increase availability of alternative fuels to our fleet
- Increase the number of alternative fuel vehicles in the fleet
- Ensure procedures are established to comply with RSMo. 414.365



## **G. FLEET PROFILE**

### ***Missouri Lottery***

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#### ***Fleet Purpose***

- Promote the Missouri Lottery by traveling to meet with retailers and sponsoring promotional events
- Sales routes
- Maintenance and delivery of Lottery materials
- Support regional offices located in Kansas City, St. Louis, Springfield and Jefferson City

#### ***2003 Accomplishments***

- Modified replacement policy to surplus vehicles at 70,000 miles instead of 60,000 miles
- Eliminated commuting and assigned vehicles that were not in compliance with the State Vehicle Policy
- Reduced the size of the vehicle fleet

#### ***2004 Goals***

- Further reduce the number of pool vehicles to become compliant with the State Vehicle Policy
- Eliminate underutilized vehicle
- Continue to review safety in vehicle usage
- Explore opportunities to increase resell value on surplus vehicles
- Continue to review overall vehicle usage

## **G. FLEET PROFILE**

### *State Tax Commission*

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#### ***Fleet Purpose***

- Delivery and transport vehicles
- Provide a pool of vehicles in Jefferson City for transportation of agency staff for statewide travel.
- Travel to counties to perform appraisals for ratio studies
- Travel to assist county assessors

#### ***2003 Accomplishments***

- Reassigned under utilized vehicles
- Converted fleet data into the new State Fleet Information System

#### ***2004 Goals***

- Continue to comply with the State Vehicle Policy
- Encourage alternate fuel purchases